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## July 28, 2020: Memo From Vice President of Finance and Administration

Kettering University

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Jul 28, 2020,  
2:00 PM

## Vice President Ayers

To: All Kettering University Employees

Given the University's commitment to the health and safety of the campus community and new guidance from the CDC and other public health authorities on COVID-19, we are updating our COVID-19 Safety Guidelines with a provision related to travel. As part of this effort, we would also encourage you to discuss any out-of-state travel plans in advance with the Human Resource Office. Please note that a separate announcement is being sent to Kettering students.

**Effective immediately and until further notice, those who choose to travel to another state in the U.S. with a COVID-19 positive testing rate of 10% or higher on a seven-day rolling average must take one of two safety measures prior to returning to campus, either: (1) self-quarantine for 14 days without symptoms of COVID-19 arising, or (2) self-quarantine for a minimum of 7 days and then be tested for COVID-19 with a negative test result.**

To determine the positive testing rate for a given state, the University will utilize the data supplied daily by the John Hopkins University Coronavirus Resource Center through its website link ["Testing Trends Tool"](#). **If the state to which you traveled is shown to have a positive testing percentage of 10% or higher on the day of your return, you will have to take one of the two safety measures outlined above before returning to campus.**

During the quarantine period, you will need to move to working remotely. If you are unable to work remotely during the quarantine period, you will need to use available vacation, personal, or sick time hours in order to be compensated.

If you have any questions, please contact the Human Resource Office. We will be updating the information on the KU website and the daily health questions to reflect this change in our guidelines. We will continue to closely monitor the CDC's recommendations and provide further updates to our COVID-19 Safety Guidelines as appropriate.

Tom Ayers

Vice President for Administration & Finance